

**MADERA COUNTY**  
**CHIEF CIVIL DEPUTY SHERIFF**

**DEFINITION**

Under direction, to supervise the Civil Division of the Sheriff's Department; to supervise and personally perform the processing and serving of civil processes and writs; to receive and disburse money, bonds and valuables; and to perform related work as required.

**SUPERVISION EXERCISED**

May directly supervise law enforcement and other assigned staff.

**DISTINGUISHING CHARACTERISTICS**

The Chief Civil Deputy Sheriff is a single class responsible for the supervision of the Civil Division of the Sheriff's Department. The Civil Division receives, files, indexes and prepares all civil papers for service. This is a specialized function which differs from regular law enforcement activities in that the emphasis is on civil processes rather than criminal proceedings. The Chief Civil Deputy Sheriff reports to a Sheriff's Lieutenant and may directly supervise law enforcement and other staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Supervises the staff and activities of the Civil Division of the Sheriff's Department; receives, files, indexes and prepares for service all civil papers such as summonses, subpoenas, notices, orders, citations, civil writs of attachment, execution, restitution, possession, claim and delivery; personally serves or supervises the service of such papers; levies attachments and executions on such property as farm equipment, livestock, growing crops, automobiles, bank accounts, wages and personal property; receives and accounts for all cash money paid to the Sheriff's Office; insures proper custody of all civil monies and property received, and maintains records of receipts and disbursements; advertises and conducts Sheriff's Department sales on personal and real property as required by law; confers with attorneys and others regarding appropriate action in legal procedures and civil actions in which the Sheriff's Department is involved; maintains records; prepares or supervises preparation of correspondence and reports; assists in preparation of a budget for the Civil Division.

**OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Effective principles and techniques of supervision.  
Pertinent codes, laws and regulations regarding the service and execution of documents related to the functions and business of the Civil Division.  
Functions and operations of the courts.  
Laws pertaining to arrest, search and seizure.  
Appropriate procedures for accepting and serving civil process, including the attachment and sale of property.  
Basic math.  
Proper methods for preparation and maintenance of financial records.

Skill to:

Operate modern office equipment, including computer equipment.  
Operate a motor vehicle safely.  
Operate firearms and other modern law enforcement equipment.

Ability to:

Understand, interpret and apply policies, rules, and laws as they apply to court and court proceedings, and civil process services.  
Count money and maintain accurate, appropriate bookkeeping records and reports.  
Make appropriate disposition of civil process documents, including writs of attachments, subpoenas, etc.  
Learn new court procedures and civil process services.  
Analyze situations and adopt quick and effective courses of action.  
Deal courteously with the public in situations requiring tact and good judgment.  
Prepare clear, concise written reports.  
Communicate effectively, both orally and in writing.  
Analyze data, interpret directions, procedures and regulations, and develop appropriate responses.  
Maintain confidential information in accordance with legal standards and/or County regulations.  
Work a variety of shifts and hours.  
Establish and maintain cooperative working relationships.

Madera County  
Chief Civil Deputy Sheriff (continued)

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Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three years of law enforcement experience with a city police or county sheriff's department, preferably including the review and service of civil processes and writs.

Training:

Equivalent to completion of the twelfth grade, supplemented by specialized training in law enforcement, criminology, police science or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California Driver's License issued by the State Department of Motor Vehicles.

Must meet physical, psychological, background, and job related standards as established by the State of California and Madera County to ensure safety of department personnel and the general public.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb and lift 100 lbs.; exposure to cold, heat, noise, outdoors, chemicals, explosive materials, bodily fluids, infectious diseases, and potentially hostile and violent situations; ability to travel to different sites and locations; availability for irregular work hours.

Effective Date: April, 2007.